



Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Office of the Tribal Chairman

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LTBB MINIMUM INTERNAL CONTROL STANDARDS AMENDMENTS REG-WOS 2005-06 041410-007

Section 9. Cage

A. Computer Applications.

1. For any computer applications utilized, alternate documentation and/or procedures that provide at least the level of control described by the standards in this section, as approved by the LTBB Gaming Regulatory Commission, will be acceptable.

B. Standards for Cage.

1. The Cage Department shall develop Cash Handling procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
2. The Cage Department shall develop Emergency procedures. These procedures and any subsequent changes shall require LTBB Gaming Regulatory Commission approval.
3. The Cage Department shall comply with the established standards set forth in Title 31 reporting policies and procedures.

C. Personal, Cashier, and Payroll Checks.

1. If personal checks, cashier's checks, or payroll checks are cashed at the cage, the LTBB Gaming Regulatory Commission, or the Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the Gaming Operation shall comply with appropriate controls for purposes of security and integrity (i.e. identification verification, acceptance procedures, prompt endorsement and inclusion in cage accountability).

Approved by Tribal Council _____

Approved by the Executive 041410

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2. The LTBB Gaming Regulatory Commission, or the Gaming Operation as approved by the LTBB Gaming Regulatory Commission, shall establish and the Gaming Operation shall comply with procedures for the acceptance of personal checks, collecting and recording checks returned to the Gaming Operation after deposit, re-deposit, and write-off authorization.
3. When traveler's checks or other guaranteed drafts such as cashier's checks are presented, the cashier shall comply with the examination and documentation procedures as required by the issuer.
4. The Gaming Operation shall develop check cashing authorization standards. These standards delegate to the employees the authority to approve checks based on amounts and job titles. Any changes to the standards will require Gaming Regulatory Commission approval.

D. Customer Deposited Funds.

1. The LTBB Gaming Operation does not allow guests to deposit funds.

E. Cage and Vault Accountability Standards.

1. All transactions that flow through the cage shall be summarized on a cage accountability form on a per shift basis and shall be supported by documentation.
2. The cage and vault inventories shall be counted by the oncoming and outgoing cashiers. These employees shall make individual counts for comparison of accuracy and maintenance of individual accountability. Such counts shall be recorded at the end of each shift during which activity took place. All discrepancies shall be noted and investigated. Unverified transfers of cash and/or cash equivalents are prohibited.
3. The Gaming Operation cash-on-hand shall include, but is not limited to, the following components:
 - a. Currency and coins;
 - b. House chips, including reserve chips;

- c. Chips on tables;
- d. Hopper loads (coins put into machines when they are placed in service); and
- e. Fills and credits (these documents shall be treated as assets and liabilities, respectively, of the cage during a business day. When win or loss is recorded at the end of the business day, they are removed from accountability).

CERTIFICATION

As Chairperson, I certify that I approve of these amendments, Section 9 Cage, to the Tribal Minimum Internal Control Standards.

Date: _____

 Ken Harrington, Tribal Chairperson

Received by the Tribal Council Office on: _____ by: _____

As the Legislative Leader and Tribal Council Secretary, we certify that these Amendments to the Tribal Minimum Control Standards were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on _____ at which a quorum was present, by a vote of _____ in favor, _____ opposed, _____ abstentions, and _____ absent.

Date: _____

 Julie Shananaquet, Legislative Leader

Date: _____

 Regina Gasco Bentley, Secretary